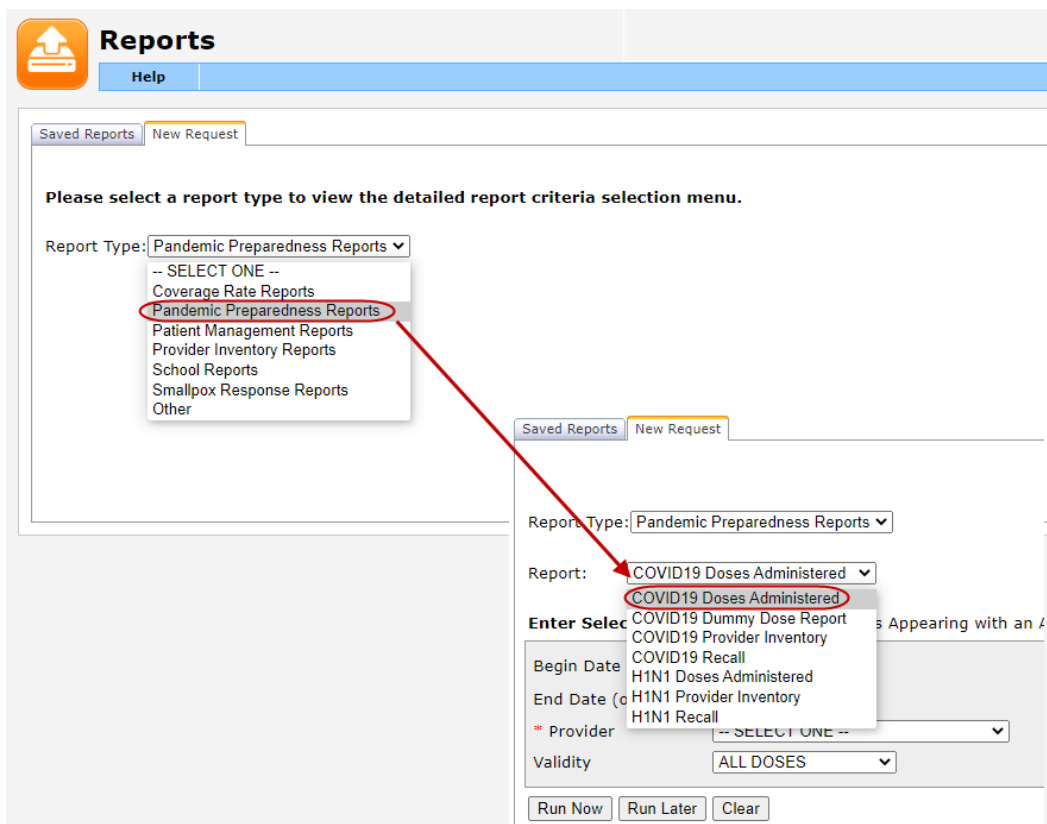


North Dakota Immunization Information System: COVID-19 Doses Administered Report

The COVID-19 Report provides a printable PDF document of all doses of COVID-19 vaccine administered by a provider site. Dose information included in the report will include doses administered by age group and vaccine series, as well as by risk group and vaccine series.

How To Run a COVID-19 Doses Administered Report:

1.) The COVID-19 Doses Administered Report is located under the Pandemic Preparedness Reports Report Type in the NDIIS Reports Module.



The screenshot displays the 'Reports' module interface. At the top, there is a 'Help' button. Below it, a tabbed interface shows 'Saved Reports' and 'New Request'. A message prompts the user to 'Please select a report type to view the detailed report criteria selection menu.' The 'Report Type' dropdown is set to 'Pandemic Preparedness Reports', and its menu is open, showing options like 'Coverage Rate Reports', 'Pandemic Preparedness Reports' (circled in red), 'Patient Management Reports', 'Provider Inventory Reports', 'School Reports', 'Smallpox Response Reports', and 'Other'. A red arrow points from this menu to the 'Report:' dropdown in the 'New Request' section, which is also set to 'Pandemic Preparedness Reports'. Its menu is open, showing 'COVID19 Doses Administered' (circled in red), 'COVID19 Dummy Dose Report', 'COVID19 Provider Inventory', 'COVID19 Recall', 'H1N1 Doses Administered', 'H1N1 Provider Inventory', and 'H1N1 Recall'. Other fields include 'Begin Date', 'End Date', 'Provider' (set to '-- SELECT ONE --'), and 'Validity' (set to 'ALL DOSES'). At the bottom, there are 'Run Now', 'Run Later', and 'Clear' buttons.

2.) Select **Begin Date** and/or **End Date** to define a time range for doses administered.

a.) The beginning and ending date fields are optional. If there are no dates entered, the report will include all doses of COVID-19 vaccine administered regardless of when they were given.

3.) Select your provider site from the **Provider** drop down menu.

a.) The report can only be run for one provider site at a time.

b.) Users will only be able to run the report for the provider site they are currently logged in under. To run the report for a different provider site, the user will need to change their provider site on their NDIIS home page.

Report Type:

Report:

Enter Selection Criteria & Values | Fields Appearing with an Asterisk (*) Are Required.

Begin Date (optional)

End Date (optional)

* Provider

4.) After all fields have been selected, click **Run Now** or **Run Later** to run the report.

5.) Return to the Saved Reports tab to check the status of your report. You may need to hit the **Refresh** button to update the Reports listed. When the status column lists your report as *Completed*, click the **View** button to open your report PDF.

The screenshot shows a web interface titled "Reports" with a "View" button in the top left. Below the title is a "Help" button. The main content area has two tabs: "Saved Reports" (selected) and "New Request". A table displays the following data:

Report Name	Status	Request Date	Request By	Seq #
COVID-19 Doses Administered	Completed	12/14/2020	M. Woinarowicz	00021

Below the table is a "Refresh" button. Underneath is a section for "Selection Criteria" with the following data:

Selection Criteria	Value(s)
Provider	00044 - NDIIS TRAINING LPHU

At the bottom right of the interface, there are "View" and "Delete" buttons. A red arrow points from the "Completed" status in the table to the "View" button.

Sample COVID-19 Doses Administered Report

The report output will provide the total number of individual COVID-19 vaccine doses entered into the NDHS by your provider site by age group and risk group.

COVID19 Doses Administered Report

Printed on 12/15/2020 2:33:35 PM

Provider: 9990 - TEST

Validity: ALL DOSES

Vaccine Series	6-23M	24-59M	5-18Y	19-24Y	25-49Y	50-64Y	65+	Total
COVID19 (Moderna)	0	0	0	0	0	0	0	0
COVID19 (Pfizer)	0	0	0	2	66	43	6	117
COVID19 (unspecified)	0	0	0	0	0	0	0	0

Vaccine Series	RG1*	RG2*	RG3*	RG4*	RG5*	RG6*	RG7*	Total
COVID19 (Moderna)	0	0	0	0	0	0	0	0
COVID19 (Pfizer)	117	0	0	0	0	0	0	117
COVID19 (unspecified)	0	0	0	0	0	0	0	0

*** Risk Group Definitions**

RG1 - Healthcare Worker.

RG2 - Long Term Care Resident.

RG3 - Essential Worker.

RG4 - Adult 65 or older.

RG5 - High risk for COVID due to health condition.

RG6 - Lives in Other Congregate Setting.

RG7 - Unknown.